

## Sole Source Check List

- (A) \$10,000.00 to \$25,000.00 sole source procurements - Steps 1, 2 and 3
- (B) \$25,000.00 to \$100,000.00 sole source procurements of commodities - Steps 1, 2, 3, and 4
- (C) \$25,000.00 to \$100,000.00 sole source procurements of services - Steps 1, 2, 3, 4 and 5
- (D) \$100,000.00 or more existing IT (software) procurements (renewals) - Steps 2 (coded EL instead of SS), 3, 4, 5, and 6
- (E) \$100,000.00 or more new IT (software) sole source procurements - Steps 1, 2, 3, 4, 5, 6, and 7
- (F) \$100,000.00 or more IT sole source procurements for software specifically designed or majorly modified for an agency - Steps 1, 2, 3, 4, 5, 6, 7 and 8
- (G) \$100,000.00 or more sole source procurements for Health Services, Human Services or Educational Services - Steps 1, 2, 3, 4, 5, and 8
- (H) \$250,000.00 or more sole source procurements for commodities involving services (non IT) - Steps 1, 2, 3, 4, 5, and 9
- (I) \$250,000.00 or more sole source procurements for commodities involving services (IT related that does not fall under F) - Steps 1, 2, 3, 4, 5, 6, 7, and 9

Step 1: Develop a written justification per the sole source policy guidelines found at <http://www.dfa.arkansas.gov/offices/procurement/guidelines/Pages/default.aspx>

Step 2: Create your purchase order or outline agreement, code it SS (exception: existing IT – see Section D - coded EL instead of SS) and attach documentation to the purchase order or outline agreement

Step 3: Agency must release the purchase order or outline agreement in AASIS

Step 4: Attach a disclosure form to the Purchase Order or Outline Agreement

Step 5: Attach an illegal immigrant certification to the Purchase Order or Outline Agreement

Step 6: Add the technology access and state architecture clauses to your purchase order or outline agreement

Step 7: Attach an approval letter from DF&A Intergovernmental Services to your purchase order or outline agreement. All new purchases of Information Technology products or services with an anticipated cost of \$100,000.00 or more require DF&A Intergovernmental Services approval.

Step 8: These procurements go to Legislative Council for review

Step 9: These procurements are reported to the Legislative Council.

NOTE: If you are cutting a PO from an existing approved sole source outline agreement, reference the outline agreement and code the purchase order SSA. These purchase orders do not require OSP approval because the sole source outline agreement has already been approved.